

ER-5-1383

MEMORANDUM FOR: Chief of Logistics

27 January 1954

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ATTENTION : [REDACTED] Transportation Division

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SUBJECT : Proposed [REDACTED] Travel and Shipment of Personal Effects under [REDACTED]

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1. The concepts of subject regulation have been discussed with the Acting Deputy Director (Administration) and he is not only in accord therewith but is anxious that the regulation be published and implemented as quickly as possible.

2. Before transmitting the regulation to the Regulations Control Staff for processing and coordination it is requested that you review the first three paragraphs with a view toward improving their clarity and significance. The following comments illustrate some of the seeming weaknesses of the present presentation:

a. Paragraph 1. PURPOSE, should not be a mere recital of the contents of the regulation. Such phrasing is merely a repetition of the Table of Contents and of the paragraph on scope. The real objective of a GENERAL or PURPOSE paragraph in introducing a regulation should be to explain where necessary the circumstances or conditions which made the regulation necessary. In other words, the purpose of any regulation is to "establish policy, assign responsibilities, and outline procedures." Accordingly there is no need to repeat such phraseology in each regulation. In many cases, however, a true understanding of the underlying purpose or need for a regulation is essential to the proper interpretation, understanding, and application of the regulation. This when appropriate should properly be reflected in an introductory paragraph to the regulation. It establishes a framework of reference for the regulation itself and fosters proper understanding and application by the reader.

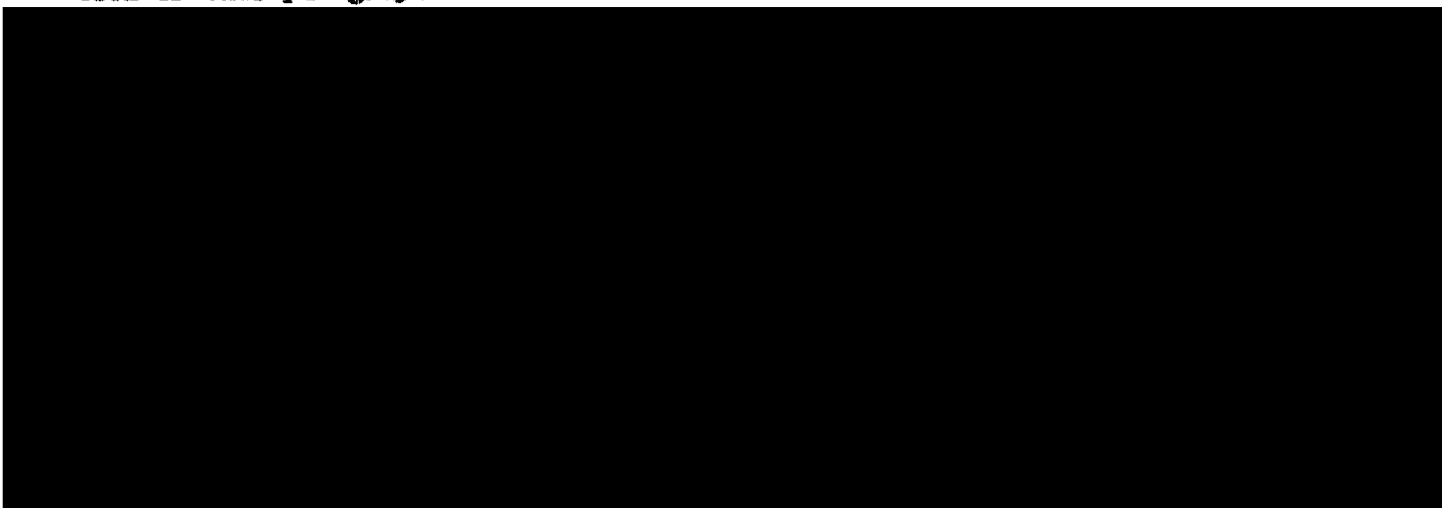
b. Paragraph 2. SCOPE, is probably appropriate provided it is not repetitious of statements of scope given in paragraphs on PURPOSE and POLICY. In most regulations it is impossible to set forth the purpose and policy without simultaneously indicating the scope of the regulation. Where this is the case, the need for a separate paragraph on scope is questionable since it results in needless repetition. In this regulation for example each of the first three paragraphs monotonously repeats most of the wordage indicating its scope.

c. A second comment on the paragraph on scope pertains to its ambiguity and sentence structure. The possible ambiguity is contained in the wording "from the continental United States to overseas stations." This clearly indicates that the regulation is only applicable to outward travel and transportation and has no application with regard to the return of personnel to the United States. Assuming that this is not the intent a correct

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statement would require the phrase "between the continental United States and overseas stations" or a similar expression to indicate its applicability regardless of the direction of travel. Suggested improvement in the composition of this paragraph is included in a revised text attached hereto.



3. Merely to illustrate some of the principles set forth above and with no intention of influencing the policies and concepts you desire to set forth in this regulation, there is attached hereto a hastily drafted revision of the first three paragraphs of this regulation. This revision is doubtlessly incomplete and may itself contain some of the faults which we have criticized above. My purpose is solely to assist you in the reorganization of your proposed regulation.



Special Assistant to DD/A

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cc: Chief, Regulations
Control Staff

Attachment:
Draft

